

**Instructions to Complete
Packer Inquiry
Form P&SP-1400**

You, as an individual, corporation, or association that engages in business as a packer, must provide the information required by form P&SP-1400.

Penalties for willfully making, or causing to be made, any false entry or statement of fact in any report required to be made under the P&S Act include a fine between \$1,000 to \$5,000 or imprisonment. (7 U.S.C. 222 (Section 402 of the P&S Act))

Mail the completed form to the appropriate regional office of the Packers and Stockyards Programs as listed below. The states covered by each regional office are listed below the regional office's address.

Regional Offices of the Packers and Stockyards Programs Grain Inspection, Packers and Stockyards Administration		
Atlanta Regional Office Suite 230 75 Spring Street Atlanta, GA 30303-3308 Telephone: (404) 562-5840 FAX: (404) 562-5848 E-mail: PSPAtlantaGA.GIPSA@usda.gov	Denver Regional Office One Gateway Centre 3950 Lewiston St., Suite 200 Aurora, CO 80011-1556 Telephone: (303) 375-4240 FAX: (303) 371-4609 E-mail: PSPDenverCO.GIPSA@usda.gov	Des Moines Regional Office Room 317 210 Walnut Street Des Moines, IA 50309-2110 Telephone: (515) 323-2579 FAX: (515) 323-2590 E-mail: PSPDesMoinesIA.GIPSA@usda.gov
States Covered	States Covered	States Covered
AL, AR, CT, DC, DE, FL, GA, LA, MA, MD, ME, MS, NC, NH, NJ, NY, PA, RI, SC, TN, VA, VT, WV	AK, AZ, CA, CO, HI, ID, KS, MT, NE, NM, NV, OK, OR, TX, UT, WA, WY	IA, IL, IN, KY, OH, MI, MO, MN, ND, SD, WI

Additional copies of the report may be obtained from the regional office covering your state. All inquiries concerning any section or part of a section contained in the report can also be addressed to that regional office.

Line No.	Subject	Instructions
1	Report for Year End	If the firm operates on a calendar year, enter the ending year for the report.
2	Fiscal Year End	If the firm operates on a fiscal year, enter the start and end dates for the fiscal year.
Section 1 – General Information		
3	Firm's Name and Address	Enter the name of the firm, the mailing address (street, city, state, and 9 digit zip code), and the physical location of the firm.
4	E-Mail Address	If applicable, enter your firm's e-mail address.
5	Telephone Number	Enter the area code and telephone number where you may be reached during the hours of 8:00 a.m. and 5:00 p.m. local time.
6	Fax Number	Enter the area code and fax number where you may be reached during the hours of 8:00 a.m. and 5:00 p.m. local time.
7	Type of Organization	Check the appropriate box to indicate the type of organization as it applies to the business's operation.
8	State Organized	Enter the state where the organization was formed.
9	Date Organized	Enter the date when the organization was formed.
10	Change in Organization	Check the appropriate box to indicate, if any change in organization has occurred during the reporting year.
11	Change took place	If you checked yes in line 10, enter the details on line 11.

Line No.	Subject	Instructions
12	Owners, Partners, Officers, and Directors	<p>For each owner and every partner, enter their name, title, respective percentage of ownership, social security number, and their personal mailing address (street, city, state, and 9 digit zip code). Provide this information for every individual with any ownership interest in the applicant's operation.</p> <p>For every officer and each director, enter their name, title, social security number, and their personal mailing address (street, city, state, and 9 digit zip code).</p> <p>Providing the social security number is optional. The sole use of the social security number(s) sought on the form is to distinguish between applicants and registrants that have identical or similar names.</p>
Section 2 – Cost of Livestock Purchased		
13	Livestock Purchased	Enter the total cost of livestock purchases for your account during the reporting period.
Section 3 – Purchases and Sales		
14 a	Livestock for Slaughter	Check the appropriate box to indicate if the firm purchases livestock, for slaughter, at terminal stockyards or at auction markets.
14 b	Livestock for Slaughter	Check the appropriate box to indicate if the firm purchases livestock, for slaughter, from outside the State in which it is slaughtered.
15 a	Meat or Meat Food Products	Check the appropriate box to indicate if your firm manufactures or prepares meat or meat food products for sale or shipment and if the firm sold or shipped meat or meat food products outside the State where such meat or meat food products are manufactured or prepared by it.
15 b	Meat or Meat Food Products	Check the appropriate box to indicate if your firm manufactures or prepares meat or meat food products for sale or shipment and if the firm sold or shipped any meat or meat food products manufactured or prepared by it to U.S. Government agencies (for example, military installations, hospitals).
16	Marketing of Meats	Check the appropriate box to indicate if the firm operates as a wholesale broker, dealer, or distributor in commerce.
Section 4 – Livestock Slaughtered		
17	Slaughtered on firm's account	Enter the number of head of livestock that was slaughtered by the firm for its own account by each category of livestock.
18	Slaughtered for others	Enter the number of head of livestock that was slaughtered by the firm for the accounts of others by each category of livestock.
19	Slaughtered by others for the firm	Enter the number of head of livestock that was slaughtered by others for the firm's account by each category of livestock.
Section 5 – Meat and Meat Food Products Sold		
20	Meat and Meat Food Products Handled	Enter the total sales value of all meat and meat food products handled by the firm.
Section 6 – Remarks		
21	Remarks	Use line 21 for additional information or explanation, making reference to the line number. Continue on next sheet of form if necessary.
22	Signature	An owner, partner, or responsible officer must sign the form.
23	Date	Enter the date the form was signed.
24	Title	Enter the title of the person signing the form.
25	Telephone Number	Enter the telephone number of the owner, partner, or responsible officer that signed the report.